

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 20 June 1956

FROM : Chief, Assessment and Evaluation Staff

SUBJECT: Weekly Report #25
Assessment and Evaluation Staff
13-19 June 1956

I. SIGNIFICANT ITEMS. None.

II. OTHER ACTIVITIES.

A. Office of the Chief.

Chief, A & E, addressed the Director's Staff in the Office of Personnel for the purpose of acquainting them with the information that is available in A & E which might be used when personnel actions are being considered. As a result of this meeting, the Deputy Director of Personnel was appointed to conduct liaison with Chief, A & E. A discussion between DD/Pers and Chief, A & E has already been held, and it has been agreed that there will be at least three kinds of liaison: one, which covers fitness reporting; the second, which covers testing and reporting activities; and the third, which covers more general matters. The third will be conducted between the Deputy Director of Personnel and Chief, A & E. The question of who will conduct the other types of liaison is under study.

B. Training Evaluation Branch.

25X1 [] conferred with [] regarding the
25X1 development of a training evaluation report form for the Reporting and Reports Writing Course.

25 YEAR RE-REVIEW

25X1 III. PERSONNEL NOTES.

25X1 1. [] has been away since 9 June because of illness in his family.

2. [] left the Agency on 15 June to resume graduate training at the Catholic University of America.

25X1 []

25X1 []

SECRET